



**Code: 1405**

Family: Planning and Urban Development  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Planning

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## **CLASS TITLE: CITY PLANNER V**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, performs professional urban planning of a complex nature, typically requiring the coordination of projects relating to the development and revitalization of residential, commercial, and industrial communities, and performs related duties as required

### **ESSENTIAL DUTIES**

- Participates in and coordinates the conduct of planning surveys and studies and the completion of planning reports detailing social and economic trends and their impact on current and future resources
- Evaluates development project proposals submitted by private consultants and public agencies for conformity with city development goals and objectives, governmental regulations and funding eligibility
- Prepares project summary reports for review by City Council committees
- Works with operating city departments, governmental agencies and private consultants on major planning and policy studies
- Prepares grant applications, proposals and preliminary budgets for planning projects
- Reviews and interprets state and federal legislation pertaining to planning programs and prepares position papers for management's review
- Represents the department at community forums, civic and business organization meetings and conferences to discuss planning activities and projects
- Functions as liaison with state and federal agencies involved in collaborative planning projects
- Provides technical assistance to community organizations, delegate agencies and developers concerning planning and development projects and related work plans
- Serves as project manager for planning projects to ensure compliance with specifications and governmental regulations, as required
- Conducts site inspections of work in progress to ensure adherence to development plans, as required
- May provide direction to junior level staff

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Urban Planning, Urban Design, Architecture, Landscape Architecture, Transportation Planning, Environmental Planning, or a directly related field, plus five (5) years of planning work experience; or an equivalent combination of education, training, and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Advanced knowledge of:

- \*principles and practices of urban planning and design
- \*research methods, analysis, and techniques
- \*data analysis and report preparation and writing
- \*GIS, spreadsheets, and statistical software packages

Considerable knowledge of:

- local, state, and federal laws and regulations impacting urban planning
- \*procedures for the preparation of comprehensive planning programs
- financial incentives and funding opportunities for planning projects

Moderate knowledge of:

- \*grant programs, requirements, and writing

Knowledge of applicable City and department policies, procedures, rules, regulations

Other knowledge as required for successful performance in the City Planner IV class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the City Planner IV class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the City Planner IV class

**Other Work Requirements**

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the City Planner IV class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
February, 2020